



CITY OF LOUISVILLE APPLICATION FOR EMPLOYMENT

749 Main St., Louisville, CO 80027

The City of Louisville is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, national origin, age, gender, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions are based on job-related factors. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

INSTRUCTIONS

1. PLEASE PRINT OR TYPE your answers, except for the signature on the back of application. **Incomplete or illegible applications will not be processed.**
2. A separate application must be submitted for each announced job opening.
3. **Do not substitute a resume in lieu of the employment application.** Resumes are accepted only as a supplement to the application.
4. Use blank paper if you do not have enough room on this application.
5. Applications without an affidavit signature on the last page will not be accepted.

P E R S O N A L	Last Name		First	Middle	Position Applied For (Must Complete)
	Street Address				Home Telephone or Cell Phone ()
	City				Business Telephone or Cell Phone ()
	State		Zip		Email Address
	Have you previously applied to the City? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Month and Year _____ Department _____				Are you available to work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
	Have you worked for the City before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Month and Year _____ Department _____				Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you have any relatives working for the City now? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name and department: _____				If hired, when would you be available to begin work?
	If hired, can you furnish proof of eligibility to work in U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently serving on a City of Louisville Board or Commission? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what Board or Commission _____ When does your term expire? _____					

E D U C A T I O N	School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate	Degree or Diploma
	Graduate					
	College					
	Business/Trade					
Technical						
High School/GED						

EMPLOYMENT

Please give accurate, complete full-time and part-time employment history including military service. **Start with your present or most recent employer FIRST.** If self-employed, give firm name and business references. If necessary, attach additional sheets using the same format.

NOTE: A job offer may be contingent on acceptable references from current and former employers.

Company Name	Telephone ()
Address	Employed (Month and Year) From: To:
	Salary Start Last
Name of Supervisor (must be filled in)	Reason for Leaving
Job Title and Job Description:	
Reason for and length of inactivity between employers:	

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Address	Employed (Month and Year) From: To:
	Salary Start Last
Name of Supervisor (must be filled in)	Reason for Leaving
Job Title and Job Description:	
Reason for and length of inactivity between employers:	

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Job Title and Job Description:	
Reason for and length of inactivity between employers:	

OTHER EDUCATION, TRAINING, RELEVANT CERTIFICATIONS OR EXPERIENCE

SPECIAL SKILLS
List proficiency with any heavy machinery, industrial equipment, or business machines you may have:
List any computer skill you may possess, i.e., hardware, software applications, programming skills, etc.

Have you been fired from a job or asked to resign in the last 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain:

Have you ever been convicted of any law violation in the last ten years, excluding minor traffic offenses, which have not been annulled, expunged or sealed by the court? Include any pleas of "guilty" or "no contest". (A conviction will not necessarily disqualify an applicant for employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe in full:

FOR DRIVING JOBS ONLY
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No License number: _____ State: _____ Class: _____ Have you had your license suspended or revoked within the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give details:

Give three references, not relatives, who have definite knowledge of your **business or professional qualifications** for the position for which you are applying. Do not repeat names of supervisors listed under employment history.

Name	Phone	
	Day Time	
	Alternate	
	Day Time	
	Alternate	
	Day Time	
	Alternate	

How did you hear about the position you are applying for? ☐ Denver Post ☐ Louisville Times
☐ Boulder Daily Camera ☐ Job Line ☐ Channel 8 ☐ City of Louisville Website Other_____

AFFIDAVIT

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools, and others. I understand I have the right to make a written request within a reasonable time for disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employers (except as previously noted), past employers, and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capacity to do the work for which I am applying.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post employment drug screen as a condition of employment, if required.

I UNDERSTAND THAT THIS APPLICATION FOR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

I have read, understand, and by my signature consent to these statements:

Signature: _____

Date: _____

****Return application to: 749 Main St., Louisville, CO 80027****

THIS APPLICATION FOR EMPLOYMENT WILL REMAIN ACTIVE FOR A LIMITED TIME

(Rev. 02/07 G:\Forms\Employment Application\Louisville Application)